Cal HFA California Housing Finance Agency

DUTY STATEMENT
Information Technology Supervisor II
Domain: Information Technology Project Management

Employee's Name	Effective Date
Classification **Information Technology Supervisor II**	Division/Section/Unit **Executive/Enterprise Risk Management & Compliance**
Immediate Supervisor	Supervisor's Classification **Director of Enterprise Risk Management & Compliance**

CBID **S01**	Class Code **1404**	Work Week Group **E**	Time Base **Perm/FT**	Location **Sacramento, CA**

CalHFA's mission is investing in diverse communities with financing programs that help more Californians have a place to call home.

DIVISION DESCRIPTION

The Executive Office Division Enterprise Risk Management and Compliance Unit provides consultation, research, and analysis services for various business areas within CalHFA. These services include strategic planning, risk management, and project management to support the implementation and operations of the business goals.

POSITION SUMMARY

Under the general direction of the Director of Enterprise Risk Management and Compliance, the Information Technology (IT) Supervisor II is responsible for planning, organizing, and directing the work of the Project Management Unit, and may occasionally perform the most difficult or sensitive work. The incumbent will establish performance expectations, provides on-the-job training, evaluate staff performance, conduct oversight and supervision of the Unit, and the planning and organizing of CalHFA project resources to move the project towards completion.

Conduct, Attendance and Performance Expectations

This position requires the incumbent to maintain acceptable, consistent and regular attendance; communicate effectively orally and in writing in dealing with the public and/or other employees; develop and maintain knowledge and skills related to the position's specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to the Agency's policies and procedures regarding attendance, leave, and conduct. Must maintain regular and acceptable attendance at such level as is determined at the Agency's sole discretion. Must be regularly available and willing to work the hours the Agency determines are necessary or desirable to meet its business needs.

2 CCR § 172 – General Qualifications, states in pertinent part:

The incumbent is expected to possess the general qualifications of integrity, honesty, sobriety, dependability, industry, thoroughness, accuracy, good judgment, initiative, resourcefulness, courtesy, ability to work cooperatively with others, willingness and ability to assume the responsibilities and to conform to the conditions of work characteristic of the employment, and a state of health, consistent with the ability to perform the assigned duties of the class.

Percent of Time	*Activity*
40%	**ESSENTIAL FUNCTIONS** **Project Management** Collaborates with the project sponsor, CalHFA leadership, and functional and technical managers of various sections to plan scope, budget, schedule, and resource allocations for assigned projects. Leads cross-functional matrix teams through all project phases and System Development Lifecycle phases to achieve the goals and objectives of assigned projects. Collaborates with CalHFA staff to develop project management framework for the Agency. Applies industry standards, principles, methods, and techniques to manage a project through all phases of the Project Management and System Development Life Cycles. Develops

project management plans, processes, and schedules to adhere to project management standards. Creates detailed work plans which identify and sequence the activities needed to successfully complete CalHFA projects. Works with management to define the scope of the projects and schedules for project completion and effectively allocate the resources to activities. Develops time and cost estimates and captures actual data for analysis and management. Works closely with all members of the matrix team consisting of internal IT staff, program staff, other departments, agencies, and consultants to execute, monitor, and control project activities including corrective and/or preventive actions. Proactively identifies project risks, develops risk response plans, and coordinates their execution. Interprets and applies requirements, standards, and guidelines for IT Project Management and reporting to ensure compliance with CalHFA and the State policies and procedures. Monitors and tracks project milestones and deliverables to ensure that the project deliverables are on time, within budget and at the required level of quality. Prepares project status reports by collecting, analyzing, and summarizing information and trends. Meets regularly with project teams (state and vendor), project sponsors, project steering committee, governance, directorate, control agencies, and other external stakeholders to review project progress, discuss outstanding project issues and mitigation strategies, and communicate upcoming project activities.

35%

Staff Management

Oversees a team of project management professionals and directs the activities of the team including building effective, collaborative, high-performing teams, by mentoring and training internal team members. Organizes staff workload to accommodate changing priorities, manages multiple assignments concurrently, and sets priorities for the projects. Reviews the quality of work completed with project teams on a regular basis to ensure that it meets the project standards. Ensures subordinate staff comply with all of the Department's policies, office standard operating procedures and protocols. Makes decisions and recommendations concerning personnel hiring and training. Participates in workforce planning, budgeting, and succession planning. Responsible for approving time-off requests, telework requests, signing timesheets and completion of performance evaluations and disciplinary action for direct report as needed in accordance with State policies and procedures.

20%

Resource Management

Coordinates with Agency's program team, project sponsor and external vendors to identify and gain resources required for completing the projects. Oversees and manages resource allocation for projects to ensure appropriate resource distribution and address resource gaps. Collaborates with CalHFA staff on IT contract and vendor oversight to ensure quality service delivery with the best price. Reviews and approves procurement plan and proposal to ensure Agency is receiving the best products for the projects. Reports project resource needs and statuses to Executive Project Review Council.

5%

MARGINAL FUNCTIONS

Participates in staff meetings, attends training, handles special projects and performs other duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: The principles of personnel management, supervision, and training; the organization's mission, policies, principles and practices; business and management principles involved in strategic planning, resource allocation, leadership technique, coordination of people and resources; principles and practices of organization, administration, personnel (recruitment, selection, training, compensation, benefits, labor relations, negotiation, and personnel information systems), and budget management; organizational roles and responsibilities and the ability to tailor training appropriately; principles and practices of employee supervision, development, and training; a supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion; maintaining a work environment which is free of discrimination and harassment; principles of personnel management, supervision, and training; the department's Equal Employment Opportunity objectives; and a supervisor's role in Equal Employment Opportunity and the processes available to meet equal employment objectives.

Employee's Name	
Classification **Information Technology Supervisor II**	Division/Section **Executive/Enterprise Risk Management**

Ability to: Supervise technical personnel; plan, administer, and monitor expenditures; assess, analyze, and identify information technology policy needs; establish cooperative relationships and gain support of key individuals to accomplish goals; plan, coordinate, and direct the activities of multi-disciplinary staff; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment; and effectively contribute to the department's Equal Employment Opportunity objectives.

WORK ENVIRONMENT AND PHYSICAL ABILITIES REQUIRED
- Work in a high-rise building
- Prolonged sitting
- Use computer keyboard and read from computer screens several hours a day

The following abilities are for most positions with or without an accommodation:
- **VISION –** You must have sufficient vision to perform the following duties; prepare various forms; proofread documents; read printed material, read from computer screen, and read handwritten materials.
- **HEARING –** Your hearing must be sufficiently acute to perform following duties: Answer telephones; receive verbal information from outside sources; understand verbal instruction.
- **SPEECH –** You must have sufficient ability to speak to perform following duties: Receive visitors; answer inquiries and provide verbal information or instruction.
- **BENDING, STOOPING, KNEELING –** You must be able to bend at the knee or waist, stoop, and kneel to perform duties: Fill the copier with copy paper.
- **SITTING OR STANDING –** You must be able to sit or stand for extended periods of time to perform the following duties: Attend meetings, tour facilities, sit at a desk for extended periods of time to perform division administrative duties that are mandatory for this position.
- **CONCENTRATION –** You must be able to continuously concentrate to perform the following duties: Review and read records/documents, research, compose, analyze, compile, and update technical documents; multi-tasking; preparing various forms and documents.

PERSONAL CONTACTS
Daily contact with all levels of Agency staff, representatives from other State departments, and members of the public.

SPECIAL REQUIREMENTS
Designated under Conflict of Interest Code

SUPERVISOR ACKNOWLEDGEMENT:
I certify this duty statement represents current and an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor's Name	Supervisor's Signature	Date

EMPLOYEE ACKNOWLEDGEMENT:
I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with Human Resources.)

Employee's Name	Employee's Signature	Date

ANALYST'S STATEMENT: I have reviewed this Duty Statement.

Analyst's Name	Analyst's Signature	Date

Employee's Name	
Classification **Information Technology Supervisor II**	Division/Section **Executive/Enterprise Risk Management**